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23 February 2021

Dear [Accountable Officer]

Condition F1: transparency information requirements in the 2020-21 academic year

This letter sets out what you need to do to comply with condition F1 (transparency information) in the 2020-21 academic year.

We have removed the requirement to submit data to the OfS as part of our focus on reducing regulatory burden. Instead, we will make data available to you and you will need to publish this reduced set of transparency information on your website. I have attached to this letter a Notice which sets out the detailed requirements.

Regulatory approach during the coronavirus pandemic

On 25 March 2020, the Office for Students (OfS) wrote to registered providers¹ notifying you of our regulatory approach during the COVID-19 pandemic. We suspended a number of our reporting requirements to allow you to focus on supporting your students. This included the requirement to submit application data to us in April 2020 and subsequently publish the full set of transparency information in June 2020.

Instead, we drew on HESA and ILR data to publish the minimum data necessary to meet the requirements of section 9(2)(e) of the Higher Education and Research Act 2017 (HERA): the number of students who attained a particular degree or other academic award, or a particular level of such an award, on completion of their course with the provider.

¹ See www.officeforstudents.org.uk/publications/regulatory-requirements-during-the-coronavirus-covid-19-pandemic/.

This information, covering awards attained in academic year 2018-19, was published by the OfS on 7 May 2020 for each provider as part of the update to the access and participation data dashboard.

Compliance with condition F1 in academic year 2020-21

We have decided to continue to require publication of a reduced set of transparency information in the academic year 2020-21, given the continued disruption caused by COVID-19 and our intention to review the approach for the longer term.

The reduced set of transparency information we require providers to publish in June 2021 is limited to the following parts of condition F1 which relate to section 9(2)(e) and 9(3) of HERA:

- the number of students who attained a particular degree or other academic award, or a particular level of such an award, on completion of their course with the provider
- Include those numbers by reference to one or more of the following:
 - a. the gender of individuals to which they relate
 - b. their ethnicity
 - c. their socio-economic background.

The OfS will extract data relating to academic year 2019-20 from HESA and ILR returns for each provider. We will make this information available to you, together with guidance for publication, on 29 April 2021. Providers must publish this data on their websites by 10 June 2021.

Please send the URL where you have published the information to regulation@officeforstudents.org.uk by 30 June 2021.

Transparency information relating to academic years 2017-18 and 2018-19

In August 2019 you were required to publish a full set of transparency information relating to academic years:

- 2017-18 (data on the number of students attaining an academic award in 2017-18) and
- 2018-19 (data relating to those students who applied to the provider for 2018-19).

This is the only year in which providers published a full set of transparency information.

As we are once again requiring a reduced set of transparency information to be published this year, the data currently published on your website may be out of date and will not be replicated for subsequent years. You can therefore remove the transparency data covering the 2017-18 and 2018-19 academic years from your website if you wish. If you decide not to remove the data currently published on your website, we would encourage you to consider adding an appropriate caveat.

Next steps

If you have any questions about the information in this letter, please email us at regulation@officeforstudents.org.uk.

If you have any technical queries relating to the transparency data collection, email transparency@officeforstudents.org.uk.

Yours sincerely

Susan Lapworth
Director of Regulation

Annex A: Notice of requirements under ongoing condition F1

To: The governing body, [provider name] (the “Provider”)

Notice under general ongoing condition of registration F1: transparency information

Whereas:

- (A) The Provider was registered by the Office for Students (“OfS”) in accordance with section 3 of the Higher Education and Research Act 2017 (HERA) on the register of English Higher Education Providers.
- (B) The Provider constitutes a prescribed higher education provider for the purposes of the Higher Education (Transparency Condition and Financial Support) (England) Regulations 2018, and consequently was informed that it is subject to general ongoing condition of registration F1 in its registration decision letter.
- (C) Pursuant to general ongoing condition of registration F1, the Provider is required to provide to the OfS and publish, in the manner and form specified by the OfS, Specified Information as set out in section 9 of HERA.

Therefore:

Pursuant to general ongoing condition of registration F1, the Provider is required to publish the Specified Information at the Specified Time and in the Specified Manner as defined in the table below.

Definitions:

Item	“Specified Information”	“Specified Manner”	“Specified Time”
A	The data contained in the document titled “TransparencyTables21_XXXXXXXXX.xlsx” (where XXXXXXXXX is the Provider’s eight digit UK Provider Reference Number (UKPRN)) to be sent to the Provider by the OfS no later than 29 April 2021.	The Specified Information must be published on the Provider’s website in such a way as to be easily accessible for students and for anyone who might be seeking this information.	No later than 1700 on 10 June 2021.

Signed on behalf of the OfS and authorised for that purpose:

Susan Lapworth
Director of Regulation

Date: 23 February 2021